



**Notification Form for Sites Disturbing  
Less Than 1-Acre  
(Not Part of a Larger Common Plan,  
Non-Coastal County)**

Notification #: \_\_\_\_\_ (For Official Use Only)

**Note: This form is for use on projects located outside of the eight coastal counties (Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry, and Jasper) and that are NOT part of a larger common plan for development or sale.**

Date: \_\_\_\_\_  
Project/ Site Name: \_\_\_\_\_ County: \_\_\_\_\_

**I. Project Information**

- A. Is any portion of this Project's property located within an Urbanized Area or MS4?  Yes  No  
If yes, list the MS4 Operator or Urbanized Area Name: \_\_\_\_\_
- B. Project Owner/ Operator (Company or person): \_\_\_\_\_  
Company EIN: \_\_\_\_\_ - \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email address: \_\_\_\_\_
- C. Permit Contact (If Owner Is Company): \_\_\_\_\_  
Phone: (Day) \_\_\_\_\_ Email Address \_\_\_\_\_

**II. Property Information**

- A. Site Location (Street Address, Nearest Intersection, Etc.): \_\_\_\_\_  
Is the Property located Within City Limits?  Yes  No Nearest City/Town: \_\_\_\_\_  
Latitude: \_\_\_\_\_° \_\_\_\_\_' \_\_\_\_\_" N Longitude: - \_\_\_\_\_° \_\_\_\_\_' \_\_\_\_\_" W Tax Map # (List All): \_\_\_\_\_  
Tax Map # (Continued): \_\_\_\_\_
- B. Property Owner (If Different From Section I.B Above): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (Day) \_\_\_\_\_ Email Address: \_\_\_\_\_

**III. Site Information**

- D. Disturbed Area (To the Nearest Tenth of an Acre): \_\_\_\_\_ Total Area (To the Nearest Tenth of an Acre): \_\_\_\_\_
- E. Start Date (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_ Completion Date (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_
- F. Are there any Flooding Problems Downstream or Adjacent to this Site?  Yes  No
- G. Has S.C. DHEC issued a *Notice to Comply*, *Notice of Violation*, or a *Warning Notice* for this site?  Yes  No
- H. Type of Activity (Check All That Apply):  Commercial  Industrial  Institutional  
 Residential: Single-family  Residential: Multi-family  Linear  Other: (List Below)  
 Multi-use (Commercial & Residential)  Site Preparation (No new impervious) \_\_\_\_\_

**IV. Water Body Information**

- A. Nearest Receiving Water Body(s) [RWB]: \_\_\_\_\_ Distance to Nearest RWB (feet): \_\_\_\_\_
- B. 1. Are there any Waters of the United States/ Waters of the State, Jurisdictional or Non-Jurisdictional Wetlands, or any Other Waters Located on Site?  Yes  No  
2. Are there any Impacts to any of the On-Site Waters of the U.S./State, Jurisdictional or Non-Jurisdictional Wetlands, or any other Waters?  Yes  No
- C. If checked Yes for Impacts in item B.2, Describe Each Impact and Activity, and List All Permits (e.g., USACOE Nationwide Permit, DHEC General Permit) and Certifications that have been Applied for or Obtained for Each Impact.  
\_\_\_\_\_

**V. Signatures and Certifications**

- A. Per my signature below, I hereby certify that this project is not part of a Larger Common Plan (LCP) for Development or Sale. I understand that additional construction activities at this site may require permit coverage and I am responsible for obtaining any federal, state, or local permits that may be required for this project.

In the case that the site associated with this project is located within an Urbanized Area (UA) or MS4, I certify that the respective UA or MS4 has been informed about the scope of all land-disturbing construction and associated activity pertaining to this site, and that all additional requirements mandated by the UA or MS4 has been addressed.

I certify that all land-disturbing construction and associated activity pertaining to this site shall be accomplished pursuant to and in keeping with the terms and conditions of all relevant regulations, including the Storm Water Management and Sediment Reduction Act of 1991 and the Federal Clean Water Act. Failure to do so may result in penalties. I hereby grant authorization to the Department of Health and Environmental Control and/or the local implementing agency the right of access to the site at all times for the purpose of on site inspections during the course of construction and to perform maintenance inspections following the completion of the land-disturbing activity. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Printed name of Project Owner/Operator \_\_\_\_\_

Signature of Project Owner/ Operator \_\_\_\_\_

Date \_\_\_\_\_

## **Less Than One Acre (Not Part of LCP)**

### **Application Instructions**

This form is for the use on projects that will disturb less than 1 acre and are not a part of Larger Common Plan (LCP) for development or sale. It may not be used on projects located in the eight counties comprising the S.C. Coastal Zone (Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry, and Jasper counties). If this project is part of a LCP for sale or development this form may not be used. Please see SC DHEC Form [d-2617](#) if this project is part of a LCP

#### **Completing the Application:**

You must type or print legibly. You must include the original, signed notification form and two (2) copies of a sketched plan outlining the anticipated activities and the location of all proposed sediment and erosion control devices. See **Details on Page 3** for additional information.

#### **Project/ Site Name:**

The Project/Site Name should be a unique or distinguishing name (e.g., not Proposed Subdivision).

#### **I. Project Information**

- A. If any of the property is located inside an urbanized area (UA) or MS4, then list the entity and contact the respective MS4 or UA to identify applicable project requirements. See the following website for information about MS4s: [S.C. DHEC MS4 Link](#). Urbanized area boundary maps are available at the following EPA Link: [EPA Urbanized Area Maps Link](#)
- B. The official or legal name of the Project Owner/Operator (PO/O) should be listed under section B. The Company EIN is the Employer Identification Number as established by the U.S. Internal Revenue Service; the EIN is commonly referred to as the taxpayer ID. If the PO/O is not a company, then do not list a Company EIN. Please provide all requested information including email addresses.
- C. If the Project Owner/ Operator is a company, then a Permit Contact person must be listed under section C. This can be someone other than the person that has signatory authority for the company. Please provide all requested information including email addresses.

#### **II. Property Information**

- A. Provide all requested information, including Nearest City/Town even if project is located outside of City Limits. See the following website for assistance in obtaining latitude/ longitude coordinates: [TRI Facility Siting Tool](#). Latitude (from 32° to 35°) and longitude (78° to 83°) should be for the center of the site to the nearest 15". Minutes (') should be from 0 to 59, and seconds (") should be 0, 15, 30, or 45. List all Tax Map Numbers associated with the property.
- B. If the Project Owner/ Operator does not own the project site, then list the official or legal name of the current Property Owner of the site. Exemption Notification will be issued to the Project Owner/Operator (Section I), not the Property Owner, unless same entity.

#### **III. Site Information**

- A. The total and disturbed areas should be rounded to the nearest tenth of an acre.
- B. List the estimated start and completion dates of the construction activity.
- C. If there are any downstream or adjacent flooding problems, then mark Yes. Otherwise mark No.
- D. If S.C. DHEC or a MS4 has issued a Notice to Comply, Notice of Violation or Warning Notice for this site please check yes. Otherwise check No.
- E. Identify the type of activity on this site by checking all that apply. Institutional includes schools and other publicly owned projects, except Linear projects. Site Preparation includes clearing, grubbing, and grading only; no new impervious areas should be proposed if this activity type is checked.

#### **IV. Water Body Information**

- A. The nearest receiving water body is the nearest Waters of the State (WOS)(see definition in [S.C. Regulation 61-9](#)) to which the site's stormwater will discharge. If this water body is unnamed, then provide a description that references the nearest, named water body (e.g., tributary to Grove Creek). If the site's stormwater discharges to multiple water bodies, then list all such water bodies and attach additional sheets, if necessary.
- B. If there are other waters of the U.S./State on the site not listed in item A (e.g., lake, pond), then mark Yes under item B.1. If there are proposed impacts to these or any WoS, then mark Yes under item B.2. It is also advised that you contact USACOE (866-329-8187) and/ or S.C. DHEC Water Quality Certification & Wetlands Section (803-898-4300) about these impacts.
- C. If items B.1 and B.2 were marked Yes, then describe the scope of all impacts to the referenced Waters of the State and list all permits and certifications that have been applied for or obtained which address each impact.

#### **V. Signatures and Certifications**

- A. If the Project Owner / Operator is a company, print the name of the person who is signing the NOI for the Project Owner / Operator. A person with signatory authority for the Project Owner / Operator must sign the application. Certified Digital Signatures through Adobe Reader are accepted.

**Where to File:** (For projects that are not located within the Coastal Zone and are not part of a LCP.) For projects located within an Urbanized Area or MS4, you must first contact the respective UA or MS4 to identify applicable project requirements.

#### **Via Email**

[Stormwaterlessthan1@dhec.sc.gov](mailto:Stormwaterlessthan1@dhec.sc.gov)  
(All files must be submitted as PDFs.)

#### **Via Mail**

S.C.DHEC—Stormwater Permitting Section  
2600 Bull Street  
Columbia, SC 29201-1708

## Less Than One Acre (Not Part of LCP) Project Requirements

This page provides guidance for projects that disturb less than one (1) acre; are not part of a larger common plan for development or sale (LCP); and are located outside of the 8 coastal counties (Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry and Jasper) subject to the requirements of the S.C. Coastal Zone Management Plan. **If the less than one (1) acre project is to be constructed in a MS4 or Urbanized Area, the respective MS4 or UA must be consulted to identify additional project requirements.** The Where To Apply guidance may also be consulted for MS4/UA contact information.

**Regulatory Basis:** The S.C. Stormwater Management and Sediment Reduction Act (R.72-300) requires that for land disturbing activities involving two (2) acres or less of actual land disturbance which are not part of a larger common plan of development or sale, the person responsible for the land disturbing activity shall submit a simplified stormwater management and sediment control plan meeting the requirements of R.72-307H. In addition to R.72-300, all projects that disturb 1 acre or more are subject to the requirements of the NPDES General Permit for Storm Water Discharges from Large and Small Construction Activities (CGP). Additionally, projects may be subject to requirements of local governments through local ordinances, in particular, those areas that are considered Municipal Separate Storm Sewer Systems (MS4s) under the NPDES program. Please see S.C. DHEC's MS4 website for more information. **This specific guidance addresses requirements only for less than one (1) acre non-coastal projects.**

**Definition LCP:** The plan in LCP is "broadly defined as any announcement or piece of documentation (including a sign, public notice or hearing, sales pitch, advertisement, drawing, permit application, zoning request, computer design, etc.) or physical demarcation (including boundary signs, lot stakes, surveyor markings, etc.) indicating construction activities may occur on a specific plot." [63 Federal Register No. 128, July 6, 1998, p. 36491] For example, if master calculations have been prepared and/or submitted for an entire site, then all phases and parcels at that site would be considered part of an LCP. If the site is part of a subdivision, industrial park, commercial park, etc., then it is considered to be part of an LCP. If there have been land-disturbing activities, including clearing, grading or excavating, that resulted in one (1) disturbed acre or more since 1992, then any future land-disturbing activities at the site are considered to be part of an LCP. If you are unable to determine if a plan is part of a LCP, you may contact the Department or the respective MS4/UA (when applicable) for assistance.

### **Less Than One (1) Acre Non-Coastal Project Requirements:**

Projects that disturb less than 1 acre and are not part of a larger common plan for development or sale (LCP) require the submittal of a simplified plan sheet and Notification Form (DHEC Form 2628) or other form provided by DHEC. **If the less than one (1) acre project is to be constructed inside a MS4 or Urbanized Area, you must first contact the respective MS4 or UA to identify applicable project requirements.** Please note that stormwater detention is not required under R. 72-300 for projects in this program area, however, these projects are required to provide adequate sediment and erosion controls in order to insure no offsite sedimentation into Waters of the State, adjacent properties, and public right-of-ways. Please also note that the Department does not regulate the placement of fill in floodplains. You must contact your local city or county official for such approval.

Following is a summary of S.C. DHEC's submittal requirements for non-coastal projects that disturb less than one (1) acre and are not part of a LCP or MS4/UA:

1. Provide one (1) complete (signed and dated) Notification Form (DHEC Form 2628) or other form provided by DHEC. *Note: The Notification form must be signed and dated by the Project Owner/Operator.*
2. Provide one (1) copy of the plan/sketch if e-mailed and two (2) copies if submitted as hardcopy. *Note: Plan is not required to be prepared by an engineer, Tier B surveyor, or landscape architect; however, if an individual with one of these licenses prepares the plan, then they must sign and seal the plans. The sketched plan should include:*
  - (a) A site location drawing of the proposed project, indicating the location of the proposed project in relation to roadways, jurisdictional boundaries, streams and rivers; (b) The boundary lines of the site on which the work is to be performed; (c) The location of temporary and permanent vegetative and structural stormwater management and sediment control measures; and (d) A topographic map of the site (if required by the implementing agency).
3. A narrative description of the stormwater management and sediment control plan to be used during land disturbing activities. *Note: This may be included on the plans instead of in a written narrative. Include a general description of topographic and soil conditions of the property. Include a general description of adjacent property and a description of existing structures, buildings, and other fixed improvements located on surrounding properties.*

Once completed, the notification package (form, plans, and narrative) may be e-mailed (as pdf) to [Stormwaterless1@dhec.sc.gov](mailto:Stormwaterless1@dhec.sc.gov) for electronic processing by the Bureau of Water. **A notice of receipt will be e-mailed to the applicant upon successful receipt of the notification package. Once the notification package has been screened for completeness and applicability, a letter requesting additional information or an approval letter will be e-mailed to the project owner/operator at the e-mail address provided on the notification form.** A copy of the Notification letter will also be e-mailed to SCDHEC Regional inspectors. If electronic submittal is not possible or desired, Less Than One Acre notifications may be mailed to SCDHEC - Bureau of Water, Stormwater Permitting Section, 2600 Bull Street, Columbia, S.C. 29201.